***Curriculum Vitae***

Raju

[Raju.353587@2freemail.com](mailto:Raju.353587@2freemail.com)

**Career Objective:**

“To be part of dynamic working teams in progressive organizations where I can avail an opportunity

to explore my caliber and prosper along with the growth of the organization”.

**Academic profile:**

**S.S.C (X Standard)**

**Board :** Board of Secondary Education, Hyderabad

Institute : Govt High School, Buggaram.

**Intermediate** (XII Standard)

Board : Board of Intermediate, Hyderabad

Institute : (C.E.C) from S.K.N.R junior College, Jagtial.

**Bachelor of Commerce** (Degree level)

Board : Kakatiya University Warangal. Institute

Institute : SKNR Govt Degree College, Jagtial.

**Computer Skills**

* D.C.A : IIET trained
* MS OFFICE
* ACCOUNTS TALLY (ERP-9.0)

**Work Experience:**

* Worked as Office Assistant / Documents Controller in ''Al Rukn Cont. Co.LLC SHARJAH UAE'' from 2005-2009
* Worked as a Office Assistant / Documents Controller in ''The Mirador hotel Mumbai'' from 2013 to 2016

**Strengths:-**

* Hard working and deduction to work
* Positive thinking and belief in team working
* Enthusiasm for learning
* Time management

**Personal Profile**

**Name :** Raju Podeti

**Father’s name :** Mallaiah

**Date of Birth :** 10-07-1984

**Sex :** Male

**Marital Status :** Married

**Nationality :** Indian

**Visa Status :** Visit Visa (Valid up to June 5th)

**Hobbies :** Reading Books, Net browsing,playing Chess

**Languages Known**

* (Arabic fluently), English, Hindi. Telugu Tamil (Beginner stage)

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place: Bur Dubai**

**Date: Raju**